



LEYTE STATE UNIVERSITY

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Office of the President

11 March 2004

MEMORANDUM CIRCULAR NO. 26

Series of 2004

T O: All Department/College/Institute/Office Heads and Program/Project/Study Leaders

R E: Submission of Purchase Requests

In consonance with RA 9184 and for purposes of economy and efficiency, you are hereby requested to consolidate your needs on a monthly basis. Please submit the Purchase Requests (PR) of supplies and materials included in the Annual Procurement Plan (APP) that are not carried by the Procurement Service of the Department of Budget and Management like chemicals, pesticides, fertilizers, appliances, aquarium, laboratory and medical supplies, kitchen utensils, groceries and modiste items. Only commonly used items such as paper products, writing instruments, computer systems and supplies can be procured through the DBM-Procurement Service.

For equipment that you plan to purchase out of the IGP or Special Trust Funds, please be advised that such requests shall be acted upon only after approval by this office as recommended by the Finance Committee.

Kindly submit your PRs on or before March 23, 2004 to give the Bids and Awards Committee (BAC) Secretariat ample time to consolidate these for bidding or purchasing.

For compliance.


PACIENCIA P. MILAN
President